**Document Control for Mathematics and Computer Science Division
Policies and Procedures**
Mathematics and Computer Science Division Procedure MCS-PROC-1, Rev. 0
Effective Date: March 6, 2009

1   Purpose

Establish the process for developing and issuing policies and procedures that apply to document control for the Mathematics and Computer Science Division (MCS).

2   Scope

This procedure applies to the following Argonne activities and entities.

LMS core processes:	all
Organizations:	MCS
Buildings:	Building 221
Specific locations:	Building 221
Exclusions:	none

3   Work Process

3.1   Introduction

This procedure is used to create, revise, cancel, and manage documents subject to document control (LMS PROC-1) related to MCS and its employees..

It is effective immediately for documents created, revised, or cancelled after March 6, 2009.

3.2   Step-by-Step Procedure

The steps below are mandatory unless noted otherwise.

Step	Job Role	Action
1	Division director	1.1 Authorize one or more document control administrators to post policies and procedures on the MCS web site. 1.2 Determine need to create, modify, or cancel policies and procedures and take one of the following actions: • If a document is to be created or modified, assign the task to an author. (Process continues at Step 2.) • If a document is to be canceled, direct a document control administrator, in writing, to take that action. (Process continues at Step 4.)

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2	Author	Create or modify policy or procedure as instructed • Replace the document number identification line in the document header with "Mathematics and Computer Science Division Policy MCS- …." or "Mathematics and Computer Science Division (MCS) -…." . • Add the following statement at the end of each policy or procedure: "To request changes in this document, send an email describing the request to systems@mcs.anl.gov."
3	Division director	Review documents prepared in Step 2 and take one of these actions: • Approve for issuance and direct the division document control administrator, in writing, to issue the new or revised document. • Return to author for changes (Step 2). **Note:** The division director may seek preliminary reviews from others as input to the approval decision, as desired.
4	Division document control administrator	4.1 Based on written direction from the division director, take one of these actions: • Assign a unique document number to, and post, new policy or procedure on divisional web site. • Assign an updated revision number to, and post, revised policy or procedure on divisional intranet, make superseded version inaccessible to employees, and maintain superseded version on the divisional web server as a record. • Cancel a policy or procedure by making superseded version inaccessible to employees and maintaining superseded version on the divisional intranet server as a record. 4.2 File the division director's written authorization (can be via email) to take the above action. **Note:** The listing of policies and procedures that appears on the MCS intranet constitutes the division's inventory of local policies and procedures.
5	Division director	Initiate periodic review, and potential revision, of the policy or procedure as scheduled.

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4   Records Created by Work Process

The records listed below must be retained as indicated.

Description of Record (include form number if applicable)	Custodian	Indexing Method, Storage Medium	Federal Retention Requirement
Superseded MCS policy or procedure, administrative	Divisional document control administrator	Managed on division intranet server	Destroy 2 years after superseded (DOE ADM 23.1.1)
Superseded MCS policy or procedure, non-administrative	Divisional document control administrator	Managed on division intranet server	Permanent retention (DOE ADM 16.1.1)
Division director's written authorization to alter intranet posting of policies and procedures	Document control administrator	Index by document number, store on paper	Same as for the policy or procedure to which the authorization applies

5   Related Documents

This procedure implements requirements established by the following basis documents.

- U.S. DOE, *Quality Assurance,* directive O 414.1C

- Argonne, *Quality Assurance Requirements and Description*, Section 2.1.4.

- International Organization for Standardization, *Quality Management Systems – Requirements*, ISO 9001:2000. Available through the Argonne Research Library.

- International Organization for Standardization, *Environmental Management Systems – Requirements with Guidance for Use,* ISO 14001:2004. Available through the Argonne Research Library.

- U.S. DOE, *Conduct of Operations Requirements for DOE Facilities*, directive O 5480.19.

This procedure implements requirements established by the following Argonne policies and procedures.

- LMS-PROC-1

- LMS-PROC-7

The following documents provide background information relevant to the subject of this procedure.

- none

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6   Definitions

Term	Definition and Source
none	

7   About this Procedure

Issuing LMS core process:	Governance
LMS subprocess:	none
Issuing organization:	Mathematics and Computer Science Division
Final approver:	Ewing L. Lusk
Point of contact:	Judy Stickels
Review cycle (months):	36
Date last revised:	March 6, 2009
Date last reviewed:	March 6, 2009

8   Summary of Changes in This Version

MCS-PROC-1, Revision 0, is a new procedure that sets new requirements.